

CONFIDENTIAL

23 May 1958

MEMORANDUM FOR: OAD Staff Chiefs, Area Chiefs, and Division Chiefs

SUBJECT : Accrued Compensatory Time

1. Compensatory time accrued by an individual since 12 January 1958 is subject to forfeiture unless (1) it is used prior to 10 January 1959, or (2) it is certified for payment before 10 January 1959. It is suggested, therefore, that you afford to those individuals in your office, who have an accrued compensatory time balance at this time, the opportunity to take such time as leave before 10 January 1959. Should you feel that this is not feasible due to pressure of work, etc., in order that obligations may be made properly against FY 58 funds, you should submit to St/A, no later than 29 May 1958 (on the attached form*), a list of those individuals in your office with compensatory time balances as of this date for which the individuals concerned will be denied an opportunity to use prior to 10 January 1959. This form, submitted over your signature, will be your recommendation that the accrued compensatory time be paid.

2. In the event there are no individuals for whom you desire to certify payment for accrued compensatory time, a negative report on the attached form is requested. Questions concerning the appropriateness of including or excluding an individual with an accrued balance of compensatory time should be referred to the undersigned.

[Redacted Signature Box]

Chief, Administrative Staff, ORR

* The original copy only of the attached form is to be forwarded to St/A for those components submitting negative reports. Components submitting reports requesting payment for compensatory time are to forward to St/A an original and one carbon copy of the completed report plus as many carbon copies of the completed report as there are individuals included on the report for whom payment of accrued compensatory time is being requested. If additional copies of the attached form are needed, please contact [Redacted Box]

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